



Regional Transit Authority Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

Date Created	March 17, 2025
Change Order ID	348

A. Department Representative to participate in procurement process.

Name: O'SULLIVAN, DORIS
Title: PROJECT MANAGER III
Ext: 8380

B. Contract Information:

Contract Number	
PO Number	915059_2
Contract Title	Trapeze Software License and Maintenance Agreement

Contract-History:

Original Award Value	162446
Previously Executed Change Order Value	197365
Adjusted Contract Value	359811
Current Change Order Value	15811
Revised Contract Value	375622

C. Justification of Change Order

Trapeze excluded costs of FX and Blockbuster Maintenance charges from the original 12/20/2024 Change Order requiring RTA to pay the balance before annual renewal. Reduced Peak Vehicle Count to 116 to reach a lower cost. Deducting the previously issued Change Order from the newly quoted amount leaves balance of 15,811. The requisition is for the 2024 - 2025 maintenance fees for the increase license count for FX and Blockbuster.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	
Are there any amendments pending?	



If yes see explanation (attachments are in the SharePoint folder for this request)	
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Director of Grants/ Federal Compliance:

Signature:

Date:

F. Safety, Security, And Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached:

Chief:

Signature:

Date:

Risk Management:

Include Standard Insurance Provisions Only?	No
Include Additional Insurance Requirements Attached ?	

Risk Management Analyst:

Signature:

Date:

G. Funding Source:

Independent Cost Estimate (ICE): \$15,811.00

Projected Total Cost: \$15,811.00

Funding Type: Local

Federal Funding	State	Local	Other
		\$15,811.00	
Projected Fed Cost	State	Local	Other
		\$15,811.00	

FTA Grant IDs	Budget Codes
	01-2900-02-7140-021-13-00-00000-00000

Capital Project Approval if required signature ID#:

Dir Capital Projects:

Signature:

Date:



Budget Analyst: **Erin Ghalayini**
Signature: *Erin Ghalayini*
Date: **March 18 2025**

H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

DBE % Goal	0
SLDBE % Goal	0
SBE % Goal	0

Director of Small Business Development: **Adonis Charles Expose'**
Signature: *Adonis Charles Expose'*
Date: **March 19 2025**

DBE/EEO Compliance Manager **Adonis Charles Expose'**
Signature: *Adonis Charles Expose'*
Date: **March 19 2025**

I. Authorizations: I have reviewed and approved the final solicitation document.

Department Head: **Sterlin J Stevens**
Signature: *Sterlin J Stevens*
Date: **March 18 2025**

Chief: **Dwight Daniel Norton**
Signature: *Dwight Daniel Norton*
Date: **March 19 2025**

Director of Procurement: **Ronald Gerard Baptiste**
Signature: *Ronald Gerard Baptiste*
Date: **March 19 2025**

Required if Total Cost above \$15K
Chief Financial Officer: **Gizelle Johnson Banks**
Signature: *Gizelle Johnson Banks*
Date: **March 19 2025**

Required if Total Cost above \$50K
Chief Executive Officer:
Signature:
Date: